

A Guide to Microsoft Forms

A new way to create and distribute surveys

Microsoft Forms—Our New Survey Tool

Forms is a survey tool included in Siena's Microsoft 365 suite. This platform allows easy survey creation, distribution and data analysis.

Forms is a tool provided to all students, faculty and staff.



How to get started

To begin, simply:

1. log in to **office.com** with your Siena Heights credentials
1. Select the teal Forms icon on the left-hand side
2. Select **"New Quiz"** and begin editing

Distribution & Data Collections

To distribute your survey select **"Share"**. This will generate a link for people to take your survey. You can specify your intended audience or allow anyone with the link to complete the survey. All results are accessible under the **"Responses"** tab and can be exported to Excel.



Get IT Help

Our Help desk can assist any week day from 8:00 to 5:00!

Phone: 517-264-7655

Email: helpdesk@sienaheights.edu

